

April 25, 2013

Notice to Potential Proposers

**BULLETIN NUMBER 1  
REQUEST FOR PROPOSALS  
LEGAL EDUCATION SERVICES FOR FEMALE INMATES  
REQUEST FOR PROPOSAL NUMBER 479-SH**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals from interested and qualified vendors (Proposers) to provide Legal Education Services for Female Inmates. These legal education services will provide female inmates with comprehensive legal information so that they can better understand their rights and responsibilities and can make informed choices regarding their lives and families.

**PROPOSER'S MINIMUM MANDATORY REQUIREMENTS**

Each interested and qualified Proposer that can demonstrate their ability to successfully provide the required services outlined in Appendix B, Statement of Work, of this RFP, and elsewhere throughout this RFP are invited to submit their proposal, provided they meet the following business and contractual requirements. Each proposer **must** meet the Minimum Mandatory Requirements set forth in this Paragraph 1.4, Proposer's Minimum Mandatory Requirements, of the RFP. Failure of a Proposer to meet all of the Minimum Mandatory Requirements shall result in the elimination of the proposal from further consideration (see Paragraph 3.2, Adherence to Minimum Mandatory Requirements, of the RFP).

- 1.4.1 Proposer must have a minimum of three (3) consecutive years experience within the last ten (10) years in the provision of legal education services for women in California, equivalent to or similar to the legal education services identified in Appendix B, Statement of Work, of the RFP. Such legal education services must have been provided in the area of family law and must have minimally included domestic violence prevention. Proposer shall submit references to verify this experience.

1.4.2 In accordance with Subparagraph 5.2.2, Program Instructors, of Appendix B, Statement of Work, of the RFP, Proposer's proposed program instructors must:

(a) Possess and maintain active membership in good standing in the State Bar of California and must be actively practicing family law and/or providing domestic violence prevention training to women for a minimum of three (3) consecutive years.

and/or

(b) Have a minimum of three (3) consecutive years experience within the last ten (10) years teaching or assisting in areas of expertise related to the Deliverables described in Paragraph 3.1, Deliverables, of Appendix B, Statement of Work, of the RFP.

Include resumes to verify experience for personnel that are already identified for the positions. If personnel are not yet identified for the positions, then Proposer shall submit their corporate job descriptions and by the commencement of the Agreement, if awarded, provide resumes to verify experience for personnel.

### **RFP RELEASE**

You may access the RFP in electronic Portable Data File (PDF) format via the Department's website at: [http://www.lasd.org/lasd\\_contracts/info.html](http://www.lasd.org/lasd_contracts/info.html) (underscore between "lasd" and "contracts") and the County's website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

If the Proposer wishes to access the RFP via the above websites, the Proposer MUST inform Abilene Valdez of the Department's Contracts Unit at [arvaldez@lasd.org](mailto:arvaldez@lasd.org) of Proposer's name, company name, address, e-mail address, fax number, and telephone number.

Requests for receiving the RFP in the mail can also be made to the Department's Contracts Unit (Attention: Abilene R. Valdez) at [arvaldez@lasd.org](mailto:arvaldez@lasd.org).

### **RFP TIMETABLE**

The timetable for this RFP is as follows:

- Release of RFP.....April 25, 2013
- Request for a Solicitation Requirements Review Due.....May 9, 2013
- Written Questions Due by 3:00 p.m. (Pacific Time).....May 16, 2013

- Last Day to Confirm Attendance to Mandatory Proposer’s Conference and Mandatory Site Visit .....May 16, 2013
- Questions and Answers Released.....May 28, 2013
- Mandatory Proposer’s Conference and Mandatory Site Visit..... June 12, 2013
- Conference Questions and Answers Released.....June 19, 2013
- **Proposal due by 3:00 p.m. (Pacific Time).....July 3, 2013**

The dates may be changed at any time as determined by County. Such changes shall be made through an addendum and posted on the Department’s website at [http://www.lasdhq.org/lasd\\_contracts/info.html](http://www.lasdhq.org/lasd_contracts/info.html).

**MANDATORY PROPOSER’S CONFERENCE AND MANDATORY SITE VISIT**

A Mandatory Proposer’s Conference and Mandatory Site Visit will be held to discuss the RFP requirements. All potential Proposers **must** attend the Mandatory Proposer’s Conference and Mandatory Site Visit in **its entirety** or their proposals may be rejected (or disqualified) without review and eliminated from further consideration. Late arrivals will not be admitted to the conference.

The Conference schedule is as follows:

Date:	Wednesday, June 12, 2013
Time:	10:00 a.m. – 1:00 p.m.
Location:	Los Angeles County Sheriff’s Department Twin Towers Correctional Facility (TTCF)
Address:	450 Bauchet Street Los Angeles, California 90012
Site Visit:	A site visit will be provided once conference concludes

Please contact Abilene R. Valdez at: [arvaldez@lasd.org](mailto:arvaldez@lasd.org) or fax number (323) 415-4292 to RSVP and confirm attendance by May 16, 2013.

**RFP SUBMISSION REQUIREMENTS**

The original Proposal and three (3) numbered exact duplicate copies, in both hard copies and CDs, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"REQUEST FOR PROPOSAL FOR (RFP) 479-SH  
FOR  
LEGAL EDUCATION SERVICES FOR FEMALE INMATES"**

The proposal(s) shall be delivered or mailed to:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Abilene R. Valdez, Contract Analyst

**It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the United States Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as stated in this Bulletin Number 1 or any later bulletin amending the proposal due date, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.**

**CONTACT WITH COUNTY PERSONNEL**

Any contact regarding the RFP or any matter relating hereto **MUST** be in writing and may be mailed, emailed, or faxed to:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Abilene R. Valdez  
Email address: [arvaldez@lasd.org](mailto:arvaldez@lasd.org)  
Fax Number: (323) 415-4292

If it is discovered that a proposer contacted and/or received information from any County personnel other than the person specified above, regarding this solicitation, the Sheriff, in his sole determination, may disqualify its proposal from further consideration.

Sincerely,

LEROY D. BACA. SHERIFF

Glen Joe, Director  
Fiscal Administration

GJ:ARV:arv

- c: Glen Joe, Director, Fiscal Administration
- Michael Bornman, Captain, Education Based Incarceration Bureau
- Susie Cousins, Assistant Director, Fiscal Administration
- Raymond Harley, Sergeant, Education Based Incarceration Bureau
- Angelo Faiella, Manager, Contracts Unit
- Amy Wang-Biagini, Administrative Services Manager III, Contracts Unit
- Abilene R. Valdez, Administrative Services Manager I, Contracts Unit